

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 20, 2012 at 6:00 p.m.** at the **Brown County Southwest Branch Library, 974 Ninth St., Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, DON CARMICHAEL, CHRIS FROELICH, KATHY PLETCHER, VICKY VAN VONDEREN and PAT WILLIAMS

EXCUSED: JOHN HICKEY and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Karla Giraldez (staff); Brent Miller (Director of Administration); Paul Van Noie (Brown County Public Works Director), and Doug Marsh (Public Works Engineer)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Williams, seconded by Van Vonderen, to approve the agenda. Motion carried.

MINUTES, INFORMATION SERVICES REPORT, BILLS AND COMMUNICATIONS

There were no modifications to the August 23, 2012 minutes and they stand approved.

There were no questions or discussion related to the Information Services Report.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Paul Kegel sent a letter of thanks for the Resolution of Appreciation that was presented to him at an August Board meeting.

Southwest Branch manager Karla Giraldez reported that the branch's operations have been improving since the implementation of RFID (Radio Frequency Identification) in November, 2011 and library patrons have been very receptive to the new procedures. Even though glitches are still being worked on, this technology has freed up the staff's time which allows them to help patrons with other library functions. A new AMH (Automated Materials Handler) was just received and installation is nearly complete. The Friends of the Library funded two, streamlined end-of-range computer stations which has resulted in additional floor space. The branch is very busy and well-known in the community. The public computers and seven laptops are always in use. Giraldez has been the branch coordinator for three years and has been witness to several improvements including new office furniture, renovated public restrooms, and a re-designed circulation desk.

T. Watermolen asked what percentage of self-check use is obtainable. Karla responded that she thought up to 60% was reasonable but not more because of human interaction that takes place for recordkeeping such as address checks and a lot of staff assistance is required for training the public. A staff station could potentially be turned into a second self-check as it has the necessary software. T. Watermolen complimented Karla on the successes of the library and she recognized the great staff support they receive from library Administration.

Other suggestions for improvement included resurfacing and repainting the parking lot and a new sign. The branch's interior is scheduled to be painted and new window coverings are being explored.

OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the board.

FACILITIES REPORT

T. Watermolen welcomed Paul Van Noie and Doug Marsh from Brown County Public Works. C. Beyler reported that a second boiler was installed at the Kress Family Branch to create redundancy. Savings from labor costs allowed the same project to take place at the Weyers-Hilliard Branch while staying within budget. The new boilers can modulate and the efficiency of the units should be up to a 15% gain in savings on heating bills for both locations. Plans are set to install the in-ground lighting at the Kress Family Branch and the interior painting is almost complete. The Southwest Branch interior painting will start within the next week or two. T. Watermolen asked about actual energy savings from projects. Beyler replied that consumption numbers (kw and therms) are down and heating costs are about half of last year, but the fluctuating heating and cooling days have to be taken into account.

Doug Marsh reported that the library and Brown County Facilities applied for and is being awarded a WPS \$25,000 pilot grant.

Brown County Public Works is a Wisconsin Green Building Alliance (WGBA) member and Doug Marsh serves on the Northeast member circle steering committee. In October, WGBA's monthly meeting will take place at the Kress Family Library. This meeting will highlight the energy efficiency, renewal energy and re-commissioning projects completed at this facility, the support of our WPS and Focus On Energy partners and a presentation on The Natural Step approach to sustainability. C. Beyler will present on energy conservation methods put into place and the photovoltaic panels.

Per the Brown County Public Works Building Maintenance Assessment, the Central Library has identified 15 projects for 2012 that have been approved through the county's bonding. The goal is to get as many projects planned and implemented as possible. High-priority projects include: 1. Replacing the main disconnect switch; 2. Conducting an arc flash study analysis which will result in labeling on disconnects; diagnosis of electrical panels (incoming loads, breakers); identification of safety hazards and conditions in order to reduce risks to staff; 3. Upgrading the passenger and freight elevators; 4. Replacing the rooftop condenser; and 5. Replacing flat concrete work (sidewalks and those in the plaza area).

Proposals for engineering service will go out to bid to five different firms. K. Pletcher asked what the timeline is. D. Marsh replied that the projects will go out to bid as soon as possible and after a decision is made and funds are encumbered, the work can begin. Public Works' goal is to work cooperatively, transparently and in partnership with C. Beyler. Collectively, good knowledge and resources exist between Public Works and Library Facilities. K. Pletcher asked if the library would have to be closed at any time while the projects are being done. There may be a potential closure while the main disconnect switch is replaced but this might also be able to be completed during regularly closed hours. D. Marsh believes that most projects can be done without disrupting normal operations. Sequencing and scheduling will be part of project planning. Project planning might be done by the engineering firm, Library Facilities and County Facilities.

T. Watermolen asked about the total cost for those projects proposed for 2012. D. Marsh estimated about \$542,000 and for the projects that have a completion estimate within five years to be \$768,000. The engineering fees would be paid from the bonded dollars. The cost for the HVAC work, slated for 2013, will exceed the funds available.

Discussion about code and code violation took place. Per D. Marsh, repairs shouldn't trigger any code violations as they are maintenance-driven, not a program or space needs issue (no reconfiguration). T. Watermolen questioned how making the restrooms ADA played into this. If a level of remodel is not reached, based on a proportionality ratio, code compliance would not be triggered. Only a comprehensive renovation would trigger code issues, not maintenance and upgrade work. Public Works' goal is to get as much done as feasible with the allotted financial resources.

Voicing concern about not having a master plan, T. Watermolen asked how the Library Board will know the repairs that will be made will transition into a renovated building. While it can't be guaranteed that some work won't need to be redone, D. Marsh ensures smart decision making that works toward meeting the goals of the library, addresses the concern for the health, safety and welfare of the library's occupants and users of the building, and meets most ADA requirements.

T. Watermolen reiterated his trepidation about spending taxpayers' money without a master plan in place and feels there is significant risk in expending funds for projects that won't fit into a renovated building. D. Marsh noted that he has been charged by the County Board to implement these projects and feels that good results can be achieved with the money at hand.

Further discussion took place on the replacement of the elevators, the changing technology of elevator design, and the costs of installing new elevators. The intention is to upgrade the equipment from a hydraulic to a traction system but not reconfigure the current shafts.

The reality is that the building needs to be taken care of. Stand-alone projects are first being sought to quicken the procurement process. It will be a minimum of three months before contracts will be signed. For the remaining projects, the Library Board would prefer to have one firm/architect/engineer contracted. While it can't be assured that the repairs won't be obsolete in a renovated building, they will at least enhance the library by improving the safety, reliability and efficiency of the related systems for the time being. The Library Board accepts this but doesn't necessarily agree since after five years of studies and analyses, short-term repairs were not recommended. Priority is being given to safety issues, followed by planned and deferred maintenance. T. Watermolen asked if Public Works had a budget for projects. Paul Van Noie replied they did not and that any monies applied to projects would have to come from the General Fund. D. Marsh stated that Public Works will do the best that can be done with the available resources and will seek input from the library since he views this relationship as a cooperative, joint endeavor.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault presented the August, 2012 financials. Lori projects that the personnel costs will go over budget due to casual payouts at the end of the year. **Motion** by Buboltz, seconded by Froelich, to approve the August, 2012 financial reports. **Motion carried.**

- b. **Acceptance of Gifts, Grants and Donations** Motion by Van Vonderen, seconded by Froelich, to approve the August, 2012 Gifts, Grants and Donation reports as follows:

**Brown County Library
Gifts, Grants & Donations Report
August 2012**

Gifts & Donations

08/02/12	Mary & Sandy Bohman	50.00	East Adopt A Program
08/09/12	Courtney Edwards - In Memory of Angeline Jankowicz	250.00	Pulaski Materials
08/09/12	Brian & Diane Zdarsky - In Memory of Angeline Jankowicz	30.00	Pulaski Materials
08/09/12	Janice Jankowicz - In Memory of Angeline Jankowicz	150.00	Pulaski Materials
08/09/12	Robert & Irma Konopka - In Memory of Angeline Jankowicz	100.00	Pulaski Materials
08/09/12	S.L. Miller - In Memory of Angeline Jankowicz	25.00	Pulaski Materials
08/09/12	Scholastic Book Fair	40.00	Children's Programming
08/16/12	Branch Buddies of Brown County Library	100.00	Southwest Performer
08/16/12	Branch Buddies of Brown County Library	625.00	Weyers-Hilliard Carnival
08/16/12	Green Bay Community Service Club	200.00	Children's Programming
08/23/12	James & Julia Norton	100.00	East Children's Programming
08/30/12	Friends of the Brown County Library	37.88	Every Child Ready to Read
08/30/12	Friends of the Brown County Library	1,164.84	SW End of Range Stations
08/30/12	Friends of the Brown County Library	12.42	Cen Conf. Phone (bal)
08/30/12	Friends of the Brown County Library	252.00	Constant Contact
08/01/12	Ashwaubenon	31.76	Donation Box
08/01/12	Bookmobile	6.25	Donation Box
08/01/12	East	60.57	Donation Box
08/01/12	Weyers/Hilliard	22.08	Donation Box
08/01/12	Central Circulation	81.14	Donation Box
08/01/12	Kress	11.53	Donation Box
08/01/12	Pulaski	9.90	Donation Box
08/01/12	Southwest	19.57	Donation Box
08/01/12	Wrightstown	28.49	Donation Box
	Total Donations	\$ 3,408.43	

Federal & State Grants

08/02/12	AT&T	\$ 169.60	E-Rate Funds
08/09/12	Nsight/Cellcom	1,362.40	E-Rate Funds
		4	
08/09/12	AT&T	,288.80	E-Rate Funds
08/09/12	CenturyTel	528.00	E-Rate Funds
08/23/12	Northeast Telephone Company	595.20	E-Rate Funds
08/31/12	Nicolet Federated Library System	944.72	Collection Development
08/31/12	Nicolet Federated Library System	1,509.12	Gates Match-Technology
08/31/12	Nicolet Federated Library System	2,020.00	PC Reservation Grant
	Total Grants	\$ 11,417.84	

Motion carried.

BUDGET

No further changes were made. Another budget presentation will take place in October to the Ed & Rec. committee. Budget day will be scheduled in November.

LIBRARY BOARD RETREAT

V. VanVonderen, K. Pletcher and L. Stainbrook met to discuss how to structure a 3-4 hour board retreat. The desired outcome is a shared vision for current and future service, a reviewed and potentially revised mission, and identified values and goals. Participants would include the Library Board, the Friends of the Library President and VP; the Library Director and a facilitator. Another valuable attendee would be a resource person – someone who knows the community and what public and private services compliment the library. Lora Warner, Director of the University of Wisconsin Green Bay Center for Public Affairs, and a project manager for the Fox River

Region Life Study is willing to participate in this capacity. The retreat's focus is the future – defining the library of the future and determining how to position Brown County Library to be that library of the future. L. Stainbrook has contacted a potential facilitator and is waiting for a response. The Board will be polled to determine a convenient date to schedule the retreat.

LIBRARY GOALS UPDATE

New items were highlighted in the distributed report.

COUNTY BOARD SURVEY

L. Hoffman will draft questions for a survey that will poll the County Board on what kinds of information they would like to receive from the Library Board and how they would like it transmitted (email, snail mail, etc.) It was suggested that a presentation by a library futurist would be beneficial.

REPORT OF WORK RULES COMMITTEE

L. Hoffman reported the library had an extremely productive meeting with Lynn VandenLangenberg and Tom Smith to discuss the roles of the Library and the roles of the County as they relate to personnel governance.

a. Approve Updated Policies.

Motion by Carmichael, seconded by Pletcher, to approve the Vacation Rules Policy and the Holidays portion of the Employee Leave Policy while referring the remainder of the Employee Leave policy back to the Work Rules committee for language revisions. **Motion carried.**

Motion by Buboltz, seconded by Van Vonderen, to approve the Personnel Policy. **Motion carried.**

b. Approve New Policies

Motion by Carmichael, seconded by Williams, to approve the Employment Practices Policy. **Motion carried.**

c. Approve Job Descriptions

Motion by Buboltz, seconded by Pletcher, to approve the Technical Services Clerk; Maintenance Worker; Maintenance Mechanic; Teen Librarian; Reference Librarian; IT Librarian; Local History Librarian; Branch Coordinator and job descriptions with recommended language changes to maintenance mechanic job description. **Motion carried.** The Collection Development Manager; Facilities Manager; Library Automation and Finance Service Manager; Library Operations Manager job descriptions were updated recently and removed from the motion.

APPROVE REVISIONS TO 2012 LIBRARY CLOSING SCHEDULE

Motion by Carmichael, seconded by Buboltz, to approve the revisions to the 2012 Library Closing schedule

CLOSED SESSION

Motion by Van Vonderen, seconded by Froelich, to move into closed session pursuant to Section 19.85(1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – considering performance evaluation. Administrative staff present was invited to attend. Aye: Pletcher, Williams, Carmichael, Froelich, Buboltz, Van Vonderen, and Watermolen. Nay: none. **Motion carried unanimously.**

Information was for notification only. No action required.

RETURN TO OPEN SESSION:

Motion by Froelich, seconded by Van Vonderen, to return to Open Session. Aye: Pletcher, Williams, Carmichael, Froelich, Buboltz, Van Vonderen, and Watermolen. Nay: none. **Motion carried unanimously.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No report.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

The printed Director's report was distributed. A milestone was reached with PV system at Kress – the goal was set at 25,000kw hours in a year but reached 27,000! Supervisor Hopp had informed L. Stainbrook that Lyle Wilquet attended the County Board and Brad Hopp submitted a communication for the library's Collection Development Policy to go to Ed & Rec. Hopp also mentioned that he may be one of the five asked to form a committee to discuss the future needs of the Central Library. Pat Williams was also asked by the County Executive to serve on this committee.

A memo that was received from OWLS Director Rick Krumwiede suggested that Outagamie libraries would withhold service to Brown County residents as a result of being billed for cross-county borrowing. After talking with DPI, Lynn doesn't know if a library could decline service because of being bound by system agreements.

Lynn met with the Pulaski Village Board about the future of the building that houses the branch library.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Froelich, seconded by Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:35 p.m.

NEXT REGULAR MEETING

October 18, 2012

**Ashwaubenon Branch Library
1060 Orlando Drive, Green Bay
6:00 p.m.**

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary